

CLASS TITLE: Press Aide I

CHARACTERISTICS OF THE CLASS: Under general supervision, plans or assists in the planning, preparation and institution of a public information program for public education and promotion of public interest in services performed by a city department, bureau or commission; and does related work as required.

EXAMPLES OF DUTIES: Plans, schedules, supervises and participates in public educational programs for schools, industries and community groups; prepares or assists in the preparation and distribution of educational material pertaining to the work of a particular department or commission for use in plans for public relations or public educational programs; attends and addresses meetings of civic, service, business and related organizations, explaining and presenting the particular departmental public relations or public educational program.

Advises and assists various community and social groups aiding in the promotion of better understanding between citizens of Chicago and their local government; prepares and/or participates in the preparation of news articles pamphlets, displays and other materials used in the departmental public relations or educational program; participates in the compilation of research materials for use in the preparation of publications.

DESIRABLE QUALIFICATIONS:

Training and Experience. Graduation from a recognized college or university with a degree in journalism, public relations or related field, supplemented by at least three years of experience in research and dissemination of public or private information; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the methods and techniques of disseminating information to the public and of the facilities and media applicable; considerable knowledge of a departmental public relations program in the city.

Ability to plan and organize informational programs and to plan and direct the activities of others; ability to speak effectively before various groups; ability to edit and analyze informational material prepared by others; ability to interpret policies and laws and to stimulate public interest; ability to present ideas and information interestingly and clearly in written and oral form; ability to create and maintain harmonious working relationships with the general public.

Skill in the use of the methods and techniques of gathering and disseminating information and media involved.